

REQUEST FOR AUTHORIZATION OF OVERTIME AND HOLIDAY WORK

TO: Comptroller

~~CONFIDENTIAL~~

FROM: Chief, Finance Division

ALLOTMENT SYMBOL
2263-1040-1000

PAY PERIOD

ESTIMATED NUMBER

BEGINNING

ENDING

HOURS

EMPLOYEES

1 October 1961

14 October 1961

14

1

15 October 1961

28 October 1961

14

1

JUSTIFICATION

INDICATE, CONCISELY BUT ADEQUATELY, PURPOSE FOR WHICH OVERTIME IS TO BE USED, TYPE OF PERSONNEL INVOLVED (e.g., clerical, professional) AND REASON WORK CANNOT BE ACCOMPLISHED WITHIN 40 HOUR WEEK. (Do not include Operational Detail)

Overtime performed in the field by Mr.

who was on TDY.

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DATE
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TYPED NAME AND SIGNATURE OF SUPERVISOR (if applicable)

CONCURRENCE (if applicable)

TYPED NAME OF DIVISION CHIEF

DC/Finance Div.

TYPED NAME

OFFICIAL

E. R. Saunders, Comptroller

DATE CONCURRED

15 January 1962

DATE AUTHORIZED

22 JAN 1962

~~CONFIDENTIAL~~

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~~CONFIDENTIAL~~ ~~SECRET~~
(When Filled In)

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STATINTL

REPORT OF OVERTIME AND HOLIDAY WORK PERFORMED

NAME

GS-09

REPORT

1 - 28 October 1961

REPORT

REPORT

2235-1400-1000

7 Oct 61
14 Oct 61

0830-1700
0830-1500

8
6
14

21 Oct 61
28 Oct 61

0830-1700
0830-1500

8
6
14

TOTAL:

28

STATINTL

28 Hours Overtime

15 January 1962